

CONFIDENTIAL

Approved For Release 2002/05/06 : CIA-RDP74-00390R000300050015-4

13 AUG 1970

MEMORANDUM FOR: Chief, Records Administration Branch, SSS-DDS

THROUGH : Chief, Support Services Staff, DDS

SUBJECT : U. S. Government Mail Improvement Program

1. The Office of Records Management, National Archives and Records Service, General Services Administration, has requested a report of the Agency's participation in the U. S. Government Mail Improvement Program. Attached hereto is a reminder that such a report should be submitted as of 1 October 1970. A proposed reply to meet this reporting requirement is also attached. 25X1A

2. On 18 March 1970 Mr. [redacted] of this Office, expressed his concern that the Records Administration Branch had not been involved in the Mail Improvement Program. He was of the opinion that the Records Administration Branch, with its systems analysts and Records Management Officers, would be the proper Office to administer the Mail Improvement Program since the Program is more concerned with the preparation and management of correspondence than it is with the movement of mail.

25X1A 3. Since your component is the focal point for liaison with the Office of Records Management, National Archives and Records Service, this Office finds no objection to [redacted] expressed position. If you choose to have the RAB/SSS assume the follow-on actions relating to the Mail Improvement Program, please advise this Office and we will so inform the National Archives and Records Service.

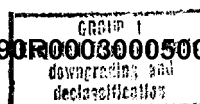
[redacted] 25X1A
John F. Blake
Director of Logistics

Atts

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STATINTL

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UNITED STATES OF AMERICA

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DATE: JUL 10 1970

National Archives and Records Service

Washington, D.C. 20408



REPLY TO
ATTN OF: Acting Archivist of the United States

SUBJECT: U. S. Government Mail Improvement Program

Agency Mail Improvement Coordinators.

We appreciate the support your office has given to the training program for resource leaders conducted by the National Archives and Records Service for the implementation of the new Guidelines for Preparing U. S. Government Mail. Nearly 10,000 resource leaders participated; considerably more than originally anticipated. We have indications that they, in turn, are giving the training to the estimated 300,000 employees who prepare items for mailing.


★ (It may now be timely to remind you that, as requested in our letter of February 20, 1970, we need a report as of October 1, 1970, which will give the following:

- a. Number of resource leaders trained to conduct the "Prepare With Care" workshop.
- b. Number of agency personnel instructed by your resource leaders. —
- c. A summary of specific actions taken, other than training, to comply with the guidelines; for example, steps taken to convert mailing lists, self-mailers, and forms mailed in window envelopes.

We realize that full compliance with the guidelines cannot be achieved in most agencies by the date of this first report. However, we urge that continuous progress be demonstrated in order to derive early benefits from the program and to facilitate the monitoring workload of the Post Office Department. The latter will be periodically reviewing the mail practices of all agencies to expedite total implementation.

The progress statements should be addressed to:

Office of Records Management (NRP)
National Archives and Records Service
General Services Administration
Washington, D. C. 20408 STOP 220


HERBERT E. ANGEL
Acting Archivist
of the United States

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Office of Records Management (NRP)
National Archives and Records Service
General Services Administration
Washington, D. C. 20408 Stop 220

SUBJECT: U. S. Government Mail Improvement Program

1. Reference is made to your letter of July 10, 1970 concerning the U. S. Government Mail Improvement Program.
2. ^{11.020,} We wish to report that five of our senior administrative officers have participated in the training program for resource leaders conducted by the National Archives and Records Service. Personnel responsible for preparation and handling of mail have been indoctrinated with the precepts of the guidelines established by the General Services Administration and the Post Office Department in "Prepare With Care". In addition, all personnel involved with outgoing mail handled through the Post Office system--originators, typists, coordinators, messengers, and processors--have been advised to avoid accumulation of mail for posting at the end of the day.
3. The Agency has received over 1200 copies of "Prepare With Care" and distribution has reached every responsible individual.
4. This Agency is experiencing no problems in the application of the guidelines.